



TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, including back up information, 8 days prior to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to the requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

MEETING INFORMATION

Date Submitted: 6/1/2016 Date of Meeting: 6/9/2016
Submitted by: Chief Michael Currier Time Required: 15 min
Department: Fire Department Background Info. Supplied: Yes ☐ No ☒
Speakers: Asst Chief Borneman, Captain John Manuele

CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Appointment:	<input type="checkbox"/>	Recognition/Resignation/Retirement:	<input type="checkbox"/>
Public Hearing:	<input type="checkbox"/>	Old Business:	<input type="checkbox"/>
New Business:	<input checked="" type="checkbox"/>	Consent Agenda:	<input type="checkbox"/>
Nonpublic:	<input type="checkbox"/>	Other:	<input type="checkbox"/>

TITLE OF ITEM

PC Connection donation of Laptops to the Fire Department

DESCRIPTION OF ITEM

2 HP eliteBook Folio 1040 G1-14" Laptop Computers

REFERENCE (IF KNOWN)

RSA:	Warrant Article:
Charter Article:	Town Meeting:
Other:	N/A: xx

EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Projector:	<input type="checkbox"/>	Grant Requirements:	<input type="checkbox"/>
Easel:	<input type="checkbox"/>	Joint Meeting:	<input type="checkbox"/>
Special Seating:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Laptop:	<input type="checkbox"/>	None:	<input checked="" type="checkbox"/>

CONTACT INFORMATION

Name:	Chief Michael Currier	Address:	432 DW Highway Merrimack
Phone Number:	424-3690	Email Address:	

APPROVAL

Town Manager: Yes ☐ No ☐ Chair/Vice Chair: Yes ☐ No ☐

Hold for Meeting Date:



MERRIMACK FIRE RESCUE

432 Daniel Webster Highway
Merrimack New Hampshire 03054
603.424.3690 ☙ Fax 603.424.0603

Fire Chief
Michael P. Currier

Assistant Fire Chief
Brian L. Borneman

Fire Marshal
John E. Manuele

Office of the Fire Marshal

May 6, 2016

To: Chief Currier
CC: Asst. Chief Borneman

RE: PC Connection donation.

Chief,

In January 2016 we were contacted by Richard Sapparito, VP of Human Resources at PC Connection with a request to conduct a carbon monoxide safety presentation for their employees. This request was made due to a tragic incident in which one of their employees passed away as a result of carbon monoxide poisoning in their home. During the planning of the presentation we were asked by Lise Therrien, HR Executive Assistant if we had any audio visual component to the presentation. It was explained that we currently did not have the resources to accompany a presentation with an audio visual component.

On February 24, 2016 the department conducted 2 separate Carbon Monoxide and Fire Safety presentations at PC Connection's Merrimack Facility. These presentations were also filmed by PC Connection's staff to show at their remote locations as well as off shifts. The presentation consisted of approximately 30 minute talk on Carbon Monoxide safety and warning signs, as well as general fire safety. A question and answer session followed each presentation. At the conclusion of the presentations Vice President Sapparito and Robert Pratt, Vice President of Facilities announced that they were donating a pair of notebook computers to the Fire Prevention Bureau so that we may use them for fire prevention and public education purposes.

The acceptance of this generous donation will allow the Fire Prevention Bureau to update our public education presentations with pictures, video's etc. This will enhance our presentations and improve the understanding of the audience. With the addition of appropriate software the notebooks can also be used for fire investigation and inspection fieldwork.

The actual donation is for two (2) HP EliteBook Folio 1040 G1 14" laptop computers with a retail price of \$939.00 each, for a total donation of \$1,878.00.

John E. Manuele
Fire Marshal